

ACTION MEMO #62

TO: Sheila Clark, LWIA Director
Sonya Howard, LWIA Director
Marlene Duffy, LWIA Director
Sherry Johnson, LWIA Director
John Blevins, LWIA Acting Director
Barbara Stewart, LWIA Director
George Leamon, LWIA Director

FROM: Susan Craft, Commissioner
Department for Training & ReEmployment

DATE: February 10, 2003

SUBJECT: Statewide Multi Company National Emergency Grant (NEG)
EM-12854-03-06 – Policies and Procedures

Notice of the Statewide Multi Company NEG awarded to Kentucky was received January 28, 2003. The NEG has two different time lines outlined in the award letter. The first is the dates for the pre-award costs, which allows us to go back and capture costs that were incurred on eligible NEG participants to enable us to free up WIA dislocated worker and additional assistance funds. The actual start and end dates of the NEG are January 1, 2003 through December 31, 2004.

Listed below are the policies and procedures for the new National Emergency Grant.

PRE-AWARD COSTS – July 1, 2002 – September 30, 2002

Participants who received supportive services and/or tuition costs and these services were paid with WIA dislocated worker and/or additional assistance funds between the pre-award dates may have their funding changed to the new NEG grant. Also, those participants who have been terminated from WIA between July 1, 2002 and December 31, 2002, and had any costs paid between July 1, 2002 and September 30, 2002 for supportive services and/or tuition may have these costs changed to the new NEG.

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NEW ENROLLEES INTO THE NEG

Participants whose WIA registration date is on or after January 1, 2003 and have been enrolled in any WIA service may have the funding changed from WIA dislocated worker and/or additional assistance to the new NEG funding.

All NEG participants will be tracked through the EKOS system. Attached are the EKOS procedures for the Services Module.

If you or your staff have any questions, please do not hesitate to contact the appropriate DTR staff person.

Attachment

EKOS PROCEDURES
DTR NATIONAL EMERGENCY GRANT
ACTUAL DATES OF GRANT: JANUARY 1, 2003 – DECEMBER 31, 2004

CHANGING A FUNDING SOURCE:

- Click on the service you wish to change the funding source on.
- In the Funding box, click on the fund
- Click on the DELETE button
- A message will appear click on the OK button
- Click on the amount in the Total funding block then hit your delete button
- Click the SAVE button to save the changes you have made
- Now you can add the NEG funding to your services

You will repeat the above steps for every service you wish to change funding sources on.

ATTACHING DUAL FUNDING TO A SINGLE SERVICE:

- Click on the service you wish to change the funding amount
- Click on the funding level, then click on the EDIT Button
- Click in the Obligated Amount block and change to the amount you wish to fund then change the obligated percent to the correct amount, click on OK
- In the Total Funding Block add the new amount, then click on Save
- To add the other funding source, click on the Add button. Click on the appropriate funding source, enter the amount, click OK

- In the Total Funding Block enter the total amount of the Offering cost, then click Save

Remember that both of the fund amounts must equal the total offering cost